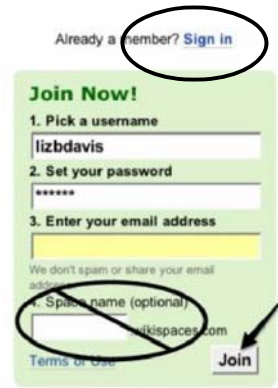


Getting Started With Wikispaces

A. How to join and set up your first Wikispace (special directions for teachers)

1. Go to <http://www.wikispaces.com>
2. Sign up or sign in.
3. Do NOT create a space at this time.
4. Click on the **help** menu at the top of the page.



5. Click on the **Teachers** link.



6. The video tutorials are a great resource.



7. Click on the **sign up here** link to set up your Wikispace.

Getting Started With Wikispaces

8. **Space Name:** Name your space – this will be part of the Web address for your space. Try to choose something short. You can't have any spaces. The name may not be available if someone else is using it.
9. **Space Visibility:** You can create a space that is **public** – which means anyone can see and edit your space. A **protected** space is visible to everyone, but only members can edit the space. A **private** space is visible only to members. All spaces are free for educators.

Start a Wiki in 30 Seconds

1. Space Name Choose a name between 3 and 32 characters long.

2. Space Visibility ☐ Public (free) Everyone can view and edit your pages.
☒ Protected (free) Everyone can view pages, only space members can edit them.
☐ Private (free for educators otherwise \$5/month) Only space members can view and edit pages.

3. Educational Use ☒ I certify this space will be used for K-12 education. We may contact you via email to verify use.

[Terms of Use](#)

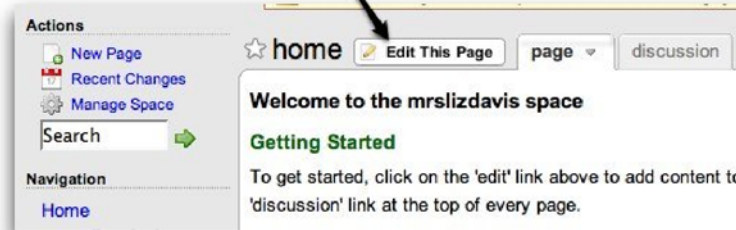
10. **Educational Use:** Check off the box to certify that you will use this space for K-12 education. This will create an ad-free space.
11. **Web Address:** The Web address (URL) for the space I just set up will be <http://nameofmyspace.wikispaces.com/>



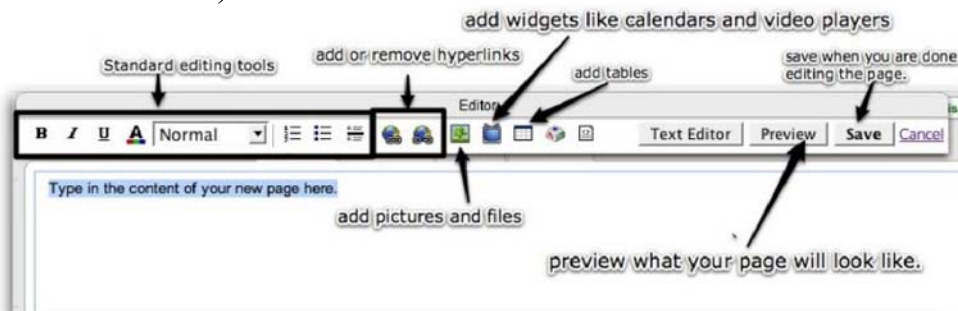
Getting Started With Wikispaces

B. Setting up your new Wikispaces:

1. **Getting Started:** Click on **Edit This Page** to start editing the content on your page.



2. The Toolbar will open. You can use the tool bar to edit your text and add content to the page. (You will need to use Firefox or Internet Explorer to get the full use of the toolbar.)



3. Click **New Page** to create another page for your Wikispaces.



4. Name your new page.



5. You will see a link to your new page in the navigation menu in the left column of the Webpage.

Getting Started With Wikispaces

C. Uploading Documents and Pictures

1. Click on **Edit this Page** (if you haven't already)



2. Click on the **tree icon** to upload a document or a picture.



3. **Browse** for your document or image file and **upload** it.



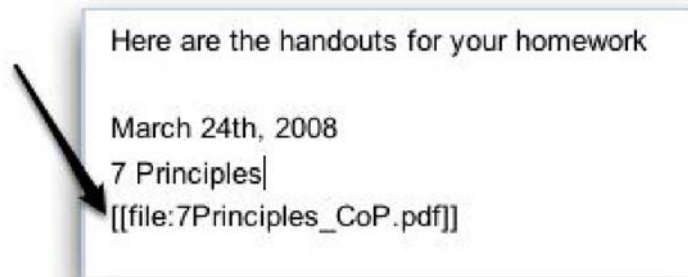
(Make sure you have given it a name that you will recognize.)

4. Place the cursor on the page where you would like to insert your document or picture.
5. **Double click** on the document or image to insert it into the page.



Getting Started With Wikispaces

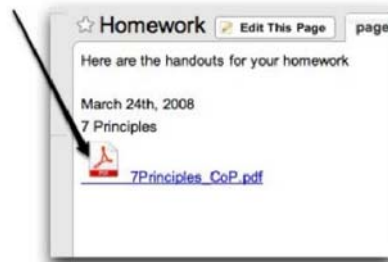
6. This is what the document will look like before you click save.



7. Click **Save** to save the page – this automatically posts it Online.



8. This is what it will look like after you have uploaded the document and saved the page.



Getting Started With Wikispaces

D. Adding Links to your page

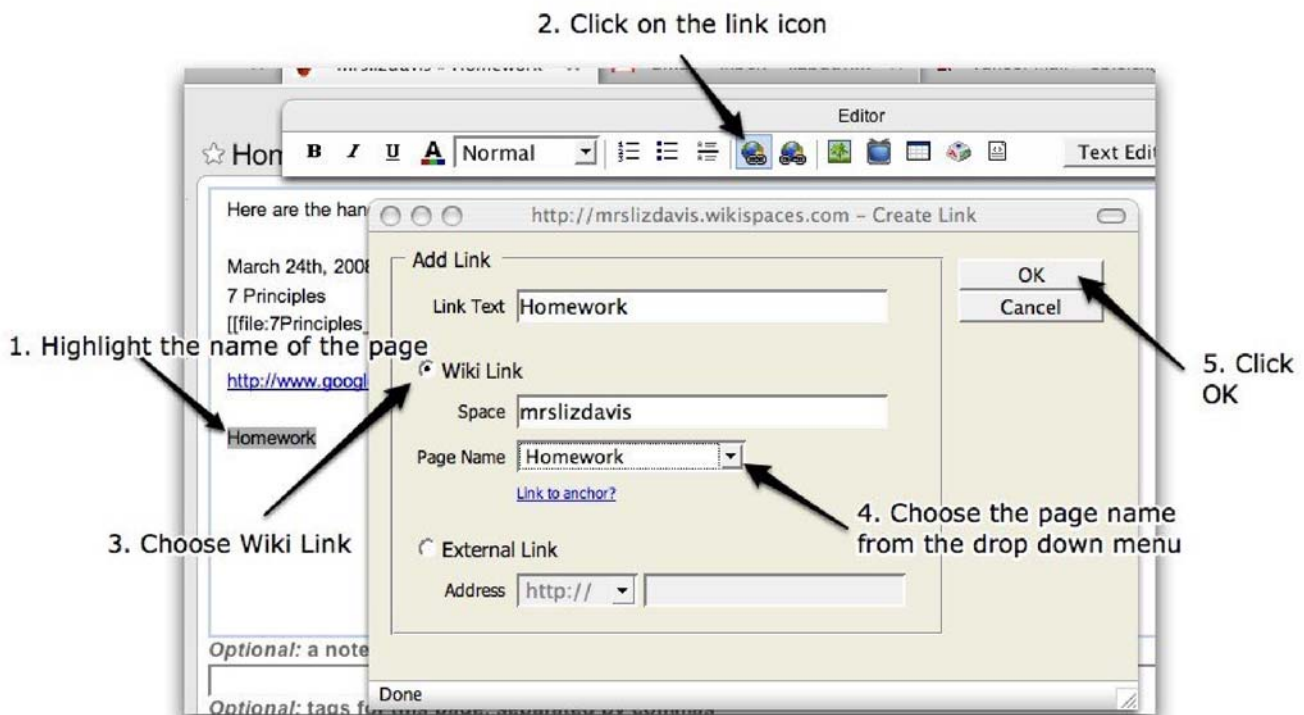
To link to another Website

1. Copy and paste the Web address onto the page.
2. It will become a link after you save the page.
3. The arrow next to the link indicates that the link leads to a page outside the wikispace.



To link to another page in the wiki – type the name of the page you want to link

1. Highlight the name of the page
2. Click on the link icon
3. Choose Wiki Link
4. Choose the page name from the drop down menu
5. Click OK



Getting Started With Wikispaces

E. Setting Permissions and Adding members to your Wikispace

You can invite people to become members of your wikispace by sending them an email. People can also request to become members of your wiki. You can choose how you set your preferences and what members can do.

1. Click on **Manage Space**



2. Click on Under **Space Settings**,
Click on **Members and Permissions**

Space Contents

[List Pages](#)

[List Tags](#)

[List and Upload Files](#)

[Usage Statistics](#)

[Import a Blog Entry](#)

[Manage Templates](#)

[Web Folders \(WebDAV\)](#)

Backup Space [Windows .zip](#)

Export Space as HTML [Windows](#)

Space Settings

[Name, Description, and License](#)

[Domain Name](#)

[Look and Feel](#)

[Members and Permissions](#)

[Subscription](#)

[Delete this Space](#)

3. Choose your **Space Permissions**

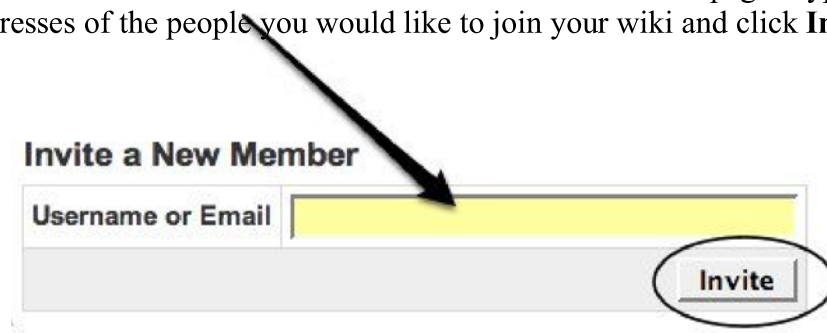
Space Permissions

	Level	Description
	Public	Everyone - including anonymous visitors - can view and edit pages
	Protected	Everyone can view pages, only members of this space can edit pages
	Private	Only members of this space can view and edit pages
<div>Update</div>		

Getting Started With Wikispaces

There are three ways to add members to your wiki.

1. Scroll down to the bottom of the Members and Permissions page. Type in the email addresses of the people you would like to join your wiki and click **Invite**.



Invite a New Member

Username or Email

Invite

2. Direct people to the Website of your wikispace and have them click **Join this Space**.



You will receive an email with a request to join the space. You can approve or decline the request.

Getting Started With Wikispaces

3. Wikispaces will create accounts for you.

If you don't want your students to have to create accounts themselves, just email help@wikispaces.com with a list of usernames, email addresses (if you have them - if you don't just leave them out), and passwords in the following format and they will create the accounts for you.

```
user1,email1@address.com,password1  
user2,email2@address.com,password2  
user3,email3@address.com,password3
```

A few important notes that will help them to create these accounts for you quickly:

Username

They have a large number of accounts on Wikispaces, so many combinations of first names, last names, and initials are already taken. It's much more likely they can make all the accounts you ask if you add a school identifier to your students' usernames. For example, if your school is called John Smith High, instead of asking us for the usernames, adam, james, and dom, they recommend jsh-adam, jsh-james, and jsh-dom.

Length of Usernames and Passwords

Please make sure that usernames are at least 3 characters long (they allow letters, numbers, underscores _, or dashes -) and that passwords are at least 6 characters long.

Which Space?

Finally, make sure to let them know which spaces we should add them to as members.

Getting Started With Wikispaces

F. Locking Pages

You can lock certain pages so that only you can edit them, while leaving other pages open for members to edit.

1. Click on **Manage Space**



2. Click on **List Pages** in the **Space Contents** Menu.



3. Chose the pages you would like to lock and click on **lock**.



Page List						
all orphaned wanted						
Page Name ▾	Latest Edit	Revisions	Locked	Redirects To	Actions	
home	Monday, 9:57 am	1			print lock delete rename redirect	
Homework	Today 8:04 am	4			print lock delete rename redirect	